

Element 1.4: Excessive force

ACTIVITY

Note down any tasks in your workplace that might involve high forces.



Element 1.4: Repetitive wear and tear

ACTIVITY



Note down any repetitive tasks in your workplace.

Element 1.4: Static loading

ACTIVITY

Note down any tasks in your workplace that might involve static postures.



Element 1.4: Common Types of Back Injury

THOUGHT PROVOKER



If a member of your team had to take six weeks' leave due to a back injury, how would that impact your workload or ongoing projects?

If you had to avoid lifting and carrying for six weeks, would it prevent you from doing anything outside of work?

Element 2.1: Interaction of risk factors

ACTIVITY



When should a manual handling risk assessment be reviewed?

- After 12 months
- When a new H&S manager is appointed
- If there are any changes to the activity, process, or workers

Element 2.2: The value of work consultation

THOUGHT PROVOKER



Are there any manual handling activities which take place in your organisation that you think would benefit from external help to assess risk?

Element 2.2: Requirements for risk assessments

THOUGHT PROVOKER



How does your organisation communicate the findings of risk assessments?

Do you think the current form of communication reaches everyone that it should, at the time they need it?

Element 2.3: HSE filters and tools

ACTIVITY



Make a note of some tasks – in your workplace or in everyday life – that could be assessed using each of the simple filters:

Lifting and lowering:

Carrying:

Pushing and pulling:

Handling while seated:

To help you, here are some approximate weights of common items and loads:

Large hardback book	1.5kg
Full commercial bin (1100 litre)	60kg
Wooden post (2.4m)	8kg – 14kg
Bag of groceries	10kg
Power drill	2kg
Packed suitcase	20kg
600mm ² paving slab	45kg
Box of printer paper	12kg
Full roasting tray	5kg – 10kg
Laptop	1.5kg – 2.5kg
2 litre bottle	2kg
2-3 year old child	12kg – 15kg

Element 2.3: MAC tool guides A-H

ACTIVITY



Using the guides on the previous pages, observe a manual handling activity and fill in the MAC tool score sheet below. There are more of these on the separate downloadable activity sheets, or you can find them online: <https://www.hse.gov.uk/forms/mac/macscore.pdf>

Company/site

Name/purpose of activity _____

Location of activity _____

Team/individuals involved _____

What items are handled? _____

When does the task take place (shift/time of day)? _____

Are there indications that the task is high risk for MSDs?

Task has a history of manual handling incidents (eg company accident book, RIDDOR reports) or lost time.

Task is known to be strenuous, can be done by only a few people or employees complain about MSD risk.

Employees doing the work appear to be struggling or finding it hard work (eg red-faced, sweating) or ask for help.

Other indications. If so, what? _____

List any significant psychosocial factors (eg high workloads, tight deadlines, lack of control over the work and working methods)

Do I need to do a full risk assessment?

Please tick any relevant boxes (see L23 Appendix for more details)

The activities involve lifting or lowering at more than 12 lifts per minute/one lift every five seconds or carrying more than once every 12 seconds.

The types of handling are not covered by the MAC or are outside the risk filter limits for:

- handling when seated (5 kg for men and 3 kg for women);
- carrying on the shoulder without lifting the load first.

You have individual employees who may be at significant risk, eg pregnant women, young workers, people new to the workforce or job, those with a significant health problem or a recent manual handling injury.

Factors from Schedule 1 of the Manual Handling Operations Regulations not included in the MAC are important:

- Large vertical movement
- Risk of sudden movement of loads
- A rate of work imposed by a process
- Load unstable or with contents likely to shift
- Load sharp, hot or otherwise potentially damaging
- Task requires unusual strength, height etc
- Task requires special information or training for its safe performance
- Movement or posture is hindered by personal protective equipment (PPE) or clothing

If you have not ticked any of the boxes, start your MAC assessment.
 If you have ticked any of the boxes, you are likely to need to do a full risk assessment using the online checklists at www.hse.gov.uk/pubns/ck5.pdf
 If you use the MAC and then decide to carry out a full risk assessment, you can use the information you have already got as the basis for that.

Date: _____ Signature: _____

Risk factors	Colour band (G, A, R or P)			Numerical score (for comparison)			Possible control measures to reduce the risk of red/amber factors – see http://www.hse.gov.uk/msd/mac/control-measures-scoresheet.htm for more information
	Lift	Carry	Team	Lift	Carry	Team	
Load weight/frequency							
Hand distance from the lower back							
Vertical lift zones		N/A			N/A		
Torso twisting and sideways bending OR Asymmetrical torso or load (carrying)							
Postural constraints							
Grip on the load							
Floor surface							
Carry distance	N/A			N/A			
Obstacles on route	N/A			N/A			
Communication, co-ordination and control	N/A	N/A		N/A	N/A		
Environmental factors							
	Total score:						

Element 2.3: RAPP tool guides B1-B8

ACTIVITY



Using the guides on the previous pages, observe a pushing or pulling manual handling activity and fill in the appropriate RAPP tool score sheet below. There are more of these on the separate downloadable activity sheets, or you can find them online: <https://www.hse.gov.uk/pubns/indg478.pdf>

Score sheet: Pushing or pulling loads on wheeled equipment

Assessor name:		Date:	
Company name:		Location:	
Detailed description:			

Are there indications that the operation is high risk? (Tick appropriate box)

<input type="checkbox"/>	The operation has a history of incidents (eg company accident book records, RIDDOR reports).
<input type="checkbox"/>	The operation is known to be hard or high-risk work.
<input type="checkbox"/>	Employees doing the work show signs that they are finding it hard (eg breathing heavily, red-faced, sweating).
<input type="checkbox"/>	Discussions with employees doing the operation indicate that some aspects are difficult.
<input type="checkbox"/>	Other indications, if so, what?

Identify the type of equipment and insert the colour band and numerical score for each of the risk factors in the boxes below

Factors	Small equipment		Medium equipment		Large equipment	
	Colour band (G, A, R)	Numeric score	Colour band (G, A, R)	Numeric score	Colour band (G, A, R)	Numeric score
A-1 Load weight						
A-2 Posture						
A-3 Hand grip						
A-4 Work pattern						
A-5 Travel distance						
A-6 Condition of equipment						
A-7 Floor surface						
A-8 Obstacles on route						
A-9 Other factors						
Total score						

Note individual capability, eg vulnerable workers, or psychosocial issues

Score sheet: Pushing or pulling loads without wheels

Assessor name:		Date:	
Company name:		Location:	
Detailed description:			

Are there indications that the operation is high risk? (Tick appropriate box)

<input type="checkbox"/>	The operation has a history of incidents (eg company accident book records, RIDDOR reports).
<input type="checkbox"/>	The operation is known to be hard or high-risk work.
<input type="checkbox"/>	Employees doing the work show signs that they are finding it hard (eg breathing heavily, red-faced, sweating).
<input type="checkbox"/>	Discussions with employees doing the operation indicate that some aspects are difficult.
<input type="checkbox"/>	Other indications, if so, what?

Identify the activity and insert the colour band and numerical score for each of the risk factors in the boxes below

Factors	Rolling		Churning		Dragging	
	Colour band (G, A, R)	Numeric score	Colour band (G, A, R)	Numeric score	Colour band (G, A, R)	Numeric score
B-1 Load weight						
B-2 Posture						
B-3 Hand grip						
B-4 Work pattern						
B-5 Travel distance						
B-6 Floor surface						
B-7 Obstacles on route						
B-8 Other factors						
Total score						

Note individual capability, eg vulnerable workers, or psychosocial issues

Heading: Element 3.4: Team handling

ACTIVITY



If two workers are both able to carry 20kg by themselves, what would be a recommended safe weight be for a load they needed to handle together?

- 50kg
 - 40kg
 - 35kg
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If worker A is able to carry 20kg by themselves, and worker B is able to carry 10kg by themselves, what would be a recommended safe weight be for a load they needed to handle together?

- 40kg
- 30kg
- 25kg
